

[Street Address]  
[City, ST ZIP Code]  
[Telephone]  
[Email]

FIRST/LAST NAME

EDUCATION Name of High School.....Month/YR – Month/YR  
City, State  
GPA

Name of College/University.....Graduation Month/YR  
City, State  
Major/Minor

\*If high school senior, please state approx. college graduation date  
(make sure college acceptance letter is attached)

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SKILLS & ABILITIES Languages; (if no other language skills apply, you may change this  
bullet to another)

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EXPERIENCE Company Name.....Month/YR – Month/YR  
Position/Duties

Volunteer Work/Internship.....Month/YR– Month/YR  
Position/Duties

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LEADERSHIP Are you president of your class, team lead for a  
club/charity/organization, captain of a sports team? Tell us about your  
leadership experience! (90 words or less)

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ACADEMIC Tell us about extra-curricular activities in which you are involved. Tell  
ACHIEVEMENTS/CLUBS us about your academic achievements.